Agenda Item Form

Agenda Date: <u>4/20/04</u>

Districts Affected: <u>Citywide</u>
Dept. Head/Contact Information: [Information Technology, Tony Montoya, (915) 541-4288

Type of Agenda Item:

☐Resolution
☐Tax Installment Agreements
☐RFP/ BID/ Best Value Procurement
☐Application for Facility Use
☐Interlocal Agreements
☒Other <u>Personal Services Contract</u>

☐Staffing Table Changes
☐Tax Refunds
☐Budget Transfer
☐Bldg. Permits/Inspection
☒Contract/Lease Agreement

☐Board Appointments
☐Donations
☐Item Placed by Citizen
☐Introduction of Ordinance
☐Grant Application

Funding Source:

☒General Fund
☐Grant (duration of funds: _____ Months)
☐Other Source: _____

Legal:

☐ Legal Review Required   Attorney Assigned (please scroll down): None   ☐ Approved   ☐ Denied

Timeline Priority: ☐High   ☒Medium   ☐Low   # of days:_____

Why is this item necessary:

<u>Individual is assuming the position of Software Support Administrator for the Information Technology Department. Contract employee, contract must be approved by Council before she can assume her duties.</u>

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

<u>Individual will be paid at a bi-weekly rate of $2331.26. Contract is for two years.</u>

Statutory or Citizen Concerns:

<u>None</u>

Departmental Concerns:

<u>Due to the upcoming implementation of several high-priority automated systems throughout the City, the Department would like to have this individual on board to start managing some of these projects.</u>

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **MONICA I. CASTILLO,** to assist the Information Technology Department as a Applications Support Administrator at a biweekly rate of $2,331.26 for 40 hours per week. The term of the contract shall be for the period of April 21, 2004 through April 20, 2006.
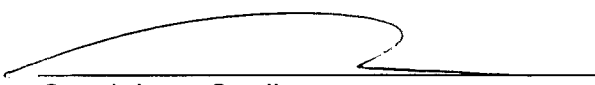
APPROVED this 20th day of April, 2004.

THE CITY OF EL PASO

_____
Joe Wardy
Mayor

ATTEST:

_____
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

_____
Guadalupe Cuellar
Deputy City Attorney

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STATE OF TEXAS   )

)   **PERSONAL SERVICES CONTRACT**

COUNTY OF EL PASO   )

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **MONICA I. CASTILLO**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Information Technology Department, desires to employ the Employee as a Applications Support Administrator; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1.   <u>SCOPE OF SERVICES</u>.   Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Information Technology Department, in El Paso, Texas.

2.   <u>TIME OF PERFORMANCE</u>. The services of Employee are to commence on or about April 21, 2004 and be completed by April 20, 2006.

3.   <u>COMPENSATION AND METHOD OF PAYMENT</u>. Employee shall be paid at a biweekly rate of Two Thousand Three Hundred Thirty-One and 26/100 Dollars ($2,331.26). The employee shall work a minimum of forty (40) hours per week. Employee is classified as exempt and is not eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

      A.   The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not

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currently enrolled in any insurance plan, she shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will she make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Information Technology Department, City and County of El Paso, State

of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5.   <u>LAW GOVERNING CONTRACT</u>. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6.   <u>COMPLETE AGREEMENT</u>. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7.   <u>TERMINATION</u>. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8.   <u>MISCELLANEOUS</u>. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out her duties under this Contract.

9.   <u>NOTICE</u>. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso
Information Technology Department
Attn: Director
#2 Civic Center Plaza
El Paso, Texas 79901

EMPLOYEE: Monica I. Castillo

IN WITNESS WHEREOF the parties have executed this agreement at El Paso, Texas this 20th day of April, 2004.

CITY OF EL PASO

_____
Joe Wardy
Mayor

ATTEST:

_____
Richarda Duffy Momsen
City Clerk

EMPLOYEE:

_____
Monica I. Castillo

APPROVED AS TO FORM:

_____
Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:

_____
Tony Montoya, Director
Information Technology

SCOPE OF DUTIES STATEMENT

APPLICATIONS SUPPORT ADMINISTRATOR   (EL PASO CONTRACT POSITION)

General Purpose

Under direction, supervise and control overall system analysis and design of major automated systems and coordinate maintenance and development of computer systems and programs to ensure user needs are met.

Typical Duties

Plan, organize, direct and review systems analysis and design tasks directly or through subordinates. Involves: developing new or modifying existing computer systems and programs; investigating new application areas for potential computerization; determining materials, personnel, equipment and procedures required for system development; conducting or coordinating studies of work flow, methods and procedures, and other aspects of user processing problems or requests; reviewing estimates of cost and resource requirements.

Coordinate development and maintenance of computer systems and programs with users and staff to ensure computing needs being met. Involves: meeting with users to investigate and define processing requests; working closely with network and database administrators to resolve operational problems; working closely with operations staff to develop or modify plans for production methods; developing and presenting programs to management and users in system capabilities and requirements and to justify proposed computer systems, including effect on all users, impact on resources, anticipated costs and benefits; preparing system documentation.

Lead programming/analyst staff in the development and maintenance of computer systems and programs. Involves: providing technical direction and guidance, as required; checking program specification and logic design; coordinating system testing and implementation; troubleshooting existing applications; suggesting modifications as appropriate.

Supervise assigned subordinates. Involves: scheduling, assigning, instructing in, guiding checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants.

Perform related professional and managerial duties as required. Involves: substituting for supervisor during absences if delegated to maintain continuity of services and operations and similarly substituting for subordinates.

Minimum Qualifications:

Education and Experience: Equivalent to a combination of an accredited Bachelor's Degree in Computer Science, Mathematics, Management Information Systems, or related field of study, plus four (4) years system development and programming experience using a current generation of computer language programming tools, structured query language (SQL) and system architectures associated with computer applications and information systems comparable to those currently installed such as for relational data base management, technical or "end-user" professional productivity products, or graphical user interfaces or data transfer mechanisms using multiple display devices or products; and that included two (2) years in a supervisory capacity.

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary.

Monica I. Castillo

Objective	Seeking an Information Technology position in an organization that can benefit from my PeopleSoft Administration, Project Management, and Systems Analysis experience.

Summary of qualifications

- 5 years of PeopleSoft Application Administration
- PeopleSoft Security Administration
- Policy and Procedure development
- Systems Analysis and Design
- Project Management
- Well—developed verbal and written communication skills in English and Spanish

Technical Experience

- PeopleSoft HR 7.5
- PeopleSoft Financials 7.0, 7.5, 8 SP1
- PeopleTools 7.12, 7.54, 8.14
- Application Engine
- SQR, Crystal Reports, Query
- Visual Source Safe
- Microsoft SQL
- Visible Analyst
- Microsoft Project

Professional experience

Security Capital Group Inc., El Paso TX   **1998 – 03/2003**

PeopleSoft Application Administrator

- Developed, communicated and enforced policies and procedures for development, security, change control and administration of PeopleSoft.

- Managed the PeopleSoft Change Control process for customizations and updates/upgrades in HRMS 7.5 and Financials 7.0, 7.5 and 8.0.

- Provided business production support for PeopleSoft HRMS and Financials systems for six domestic and international subsidiaries and over 600 users. Used available tracing functionalities such as SQL tracing, PeopleCode tracing, Application Engine tracing and Cobol tracing.

- Administered security for six domestic and international subsidiaries and over 600 users in PeopleSoft 7.5 and 8.0.

- Transitioned PeopleSoft Financials systems and HRMS system to GE Capital. Organized the performance of the new environment and access for users through nFuse. Managed the issues log and resolved issues during and after implementation.

- Configured and maintained operating tools such as a process scheduler and application server (UNIX and NT) for PeopleSoft 7.0, 7.5, 8.0.

- Analyzed and applied the PeopleTools and Application upgrades and fixes for various Financial and HRMS modules for both domestic and

international subsidiaries.

- Setup PeopleSoft development and production environment for every new NT server and contributed in the UNIX environment development. Verified that all customizations would be upgraded.

- Recovered PeopleSoft HRMS and Financial environment for an HP Disaster Recovery rehearsal.

- Executed migration of objects, files and data between multiple environments/instances.

Security Capital Group Inc., El Paso TX   **1997 – 1998**

<u>**Project Manager**</u>

- Estimated personnel requirements, provided cost and time estimates. Prepared project plans and schedules.

- Tested, implemented, and maintained systems and computer programs.

- Coordinated evaluation of and recommendation for purchase of new equipment and the move of data and applications for Sanders Partners.

- Managed and set up both local and remote access for Timberline property management application. Administered Timberline security for two subsidiary companies

- Upgraded Timberline from version 4.2 to 4.3.

- Transferred FAS Encore asset management system from a Novell server to an NT server.

- Converted the Payroll Budget Forecasting System's Access database into Structured Query Language (SQL) database.

- Provided support for various applications to over 300 domestic and international users.

- Reported project status to management.

Trumbly Professional Consultants, El Paso TX   **1995 – 1997**

<u>**Jr. Partner**</u>

- Project leader for systems analysis and design of software projects including government contract work. Analyzed and diagramed the flow of information for current and proposed systems both logical and physical.
- Managed the programmers' progress for each specific project.
- Performed system analysis and design for the Army Medical Center's Integrated Financial Control System (IFICS), Sergeant Majors Academy Non-Resident Course system, and Thomason Hospital's Materials Management System.
- Developed Statements of Work for projects.
- Coordinated and performed IFICS training sessions for Army personnel. Developed IFICS training manuals for government personnel.
- Held Lotus 1-2-3 sessions for Norwest Bank employees.

Education

University of Texas at El Paso, El Paso TX   **May 1995**

- BBA Computer Information Systems and Finance